

ASSISTANT LIBRARY DIRECTOR

847

DEPARTMENT: Williamsburg Regional Library/Administration

NATURE OF WORK:

Under the supervision of the Library Director, the Assistant Library Director serves as second-in-command of the Williamsburg Regional Library. The Assistant Library Director participates in preparing the annual Williamsburg Regional Library budget, is a member of the library's management team; and supervises a major library department.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs duties of director in director's absence at director's discretion, including public relations, personnel, and budget duties.

Supervises and evaluates the staff of a major library department.

Supervises and evaluates other library department heads as required by library organization chart.

Assists director and finance director in preparing the annual library budget.

Keeps abreast of advances in technology, and plans for applications to improve and enhance library services.

Prepares monthly, statistical, and special reports; collects and analyzes pertinent data.

Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training sessions, and visiting other sites.

Participates in library-wide planning and decision making as a member of the library management team.

Performs other duties as required.

JOB LOCATION AND EQUIPMENT USED:

Administers work typically sitting in an office and standing at a public service desk, with occasional walking, light lifting and other limited physical activities. Frequent sustained operation of office equipment is required. Regular contact is made with staff members, vendors, technicians, government officials and staff, and the general public. Computer and other office equipment as required. The job occurs in the library buildings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to plan, organize and administer a department.

Comprehensive knowledge of the principles, practices, and techniques of library services and personnel management.

Desire and ability to serve the public with friendliness, tact, and diplomacy.

Excellent written and oral communication skills.

Ability to work well under pressure. Ability to delegate work effectively.

Ability to set own priorities for work to be done, and meet deadlines.

Ability to establish and maintain effective working relationships with staff members, vendors, technicians, government officials and staff, and the general public.

MINIMUM QUALIFICATIONS:

Master of Library Science degree from ALA-accredited library school. Minimum of three years of library experience. Supervisory experience at a departmental level required.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

WORK SCHEDULE:

Full-time, exempt position; 40 hours per week; includes some evenings and weekends.

Date: November 2001
asst.lib.dir.admin.847

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Assistant Library Director
Department Williamsburg Regional Library

Position Number 847
Division Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others: State and nation-wide library workers.
- ☐ Not essential to job function

2. Hearing/Listening:

- ☐ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function (space planning)
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools (screw driver, scissors) |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>shelving, moving, and opening books, video cases</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull					✓		✓		
Hold/Carry		✓						✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☒ Not essential to job function

Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☒ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☐ Other _____
- ☒ Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓			✓		
Sit					✓				✓
Walk									
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☒ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)
☐ Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			